

PORT ROYAL BAPTIST CHURCH
Job Description: Director of Music Ministry
(Part-Time Position)

Introduction

The position of Director of Music Ministry at Port Royal Baptist Church is a very important ministry available in and through our church. This position is responsible for the development and promotion of the music program of the church. It is currently a part-time (12 – 15 hours per week), support staff position with duties primarily on Wednesdays and Sundays.

Position Description

The Director of Music Ministry will serve as primary administrator of the music ministry of the church. He/She will be responsible for the planning, organizing, conducting, and evaluation of a comprehensive music ministry. He/She will provide variety in the types of music presented, with contemporary music blended with traditional hymns. The purposes of the position are to facilitate an atmosphere in which God is worshipped and glorified, and to provide direction, oversight, and coordination of musical, artistic, and technical elements of worship services.

Primary Functions

The following is a **general list** of the **basic duties** of the Director of Music Ministry.

- Develop a plan, with assistance from the Pastor and Music Committee, for the music ministry of Port Royal Baptist Church that helps fulfill its mission.
- Lead worship and singing during the Sunday services, working with volunteer musicians (instrumentalists and vocalists).
- Work with the Pastor and Music Committee in developing creative worship services to include the possible use of drama, videos, and other resources to enhance the overall impact and experience.
- Encourage the development of the spiritual, musical, artistic, and technical gifts of others.
- Develop an annual music ministry budget proposal and administer that budget as approved by the Finance Committee.
- Preview the selection and purchase of all music and instruments with the assistance of the Music Committee.
- Establish a rehearsal schedule for choirs, instrumentalists, and praise team members of various age levels.
- Recruit, train, and equip singers and musicians for participation in worship services.
- Prepare an article for the monthly church newsletter, *The Evangel*.
- Continually evaluate the music ministry of the church.
- Prepare and present a report at each quarterly business meeting concerning the music ministry.
- Participate fully in the life and activities of the church.
- And other duties as assigned by the Pastor or his designee.

Job Skills & Requirements

In addition to passing a criminal background check as a condition of employment, the Director of Music Ministry must:

- Practice and support Southern Baptist beliefs and principles as stated in the *Baptist Faith and Message (2000)*.
- Possess a minimum of a High School Diploma or GED.
- Possess a strong musical background and training, with the experience and ability to read music and lead the congregation in worship.
- Possess effective communications skills (both oral and written).
- Demonstrate strong leadership and organizational skills.
- Possess the interpersonal skills needed to relate to a diverse group of people such as pastoral staff, musicians, church leaders and members.

Above all, the Director of Music Ministry must believe that God has a purpose for him/her in this ministry. He/She must demonstrate a strong faith and commitment to Jesus Christ and be able to share his/her faith with the congregation of the church.

Supervisory Controls

The Director of Music Ministry is under the direct supervision of the church Pastor or his designee. He/She also relates to the Personnel Committee as prescribed in the church constitution and by-laws.

I have read and received a copy of my job description. I understand that I am expected to perform my duties as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature

Date

Approved – Nov. 29, 2009